



Shalin Baby

Nationality: Indian **Date of birth:** 02/09/1999 **Gender:** Female

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ABOUT MYSELF

Experienced Event Coordinator and small craft business owner, dedicated to blending organizational acumen, creativity, and entrepreneurial drive to orchestrate exceptional events and deliver high-quality, handcrafted products. With a solid background in meticulous planning, logistics, and crafting, I aim to produce unique and memorable experiences. My objective is to leverage my skills in event coordination and hands-on craft-making to exceed client expectations, ensure seamless execution, and offer unique, personalized touches through my craft expertise.

WORK EXPERIENCE

Event Coordinator

Giaan Medias [15/01/2023 – Current]

City: Kochi | Country: India

- Develop detailed event plans, including timelines, budgets, and logistics.
- Coordinate with vendors, suppliers, and venues.
- Arrange for necessary permits and insurance.
- Create and manage event budgets.
- Negotiate contracts with vendors to stay within budget.
- Monitor expenses and make adjustments as necessary.
- Oversee event setup and teardown.
- Manage on-site event staff and volunteers.
- Ensure event safety and compliance with regulations.
- Handle any issues or emergencies that arise during the event.
- Collect feedback and evaluate event success for future improvements.

Associate - Amazon Process

Sutherland Global [09/09/2022 – 08/12/2022]

City: Kochi | Country: India

- Offered timely chat support to customers, addressing inquiries and complaints efficiently.
- Demonstrated expertise in Amazon's products, policies, and payment methods through chat.
- Managed orders, tracking, returns, and payment-related issues via chat.
- Collaborated cross-functionally to resolve payment-related challenges

Event Coordinator

Grand Eventyr [08/04/2020 – 25/08/2022]

City: Kochi | Country: India

- Conceptualize event theme and objectives.
- Develop event proposals and presentations.
- Create detailed event plans (timelines, schedules, budgets).
- Select and book event venues.
- Coordinate site visits and inspections.
- Ensure venue compliance with safety and accessibility regulations.
- Identify and negotiate with vendors (catering, decorations, entertainment, audio-visual equipment).

- Manage vendor contracts and payments.
- Arrange transportation and accommodation for participants, speakers, and VIPs.
- Oversee event setup and teardown.
- Coordinate event logistics (registration, seating arrangements, signage).
- Develop and implement marketing strategies.
- Create promotional materials.
- Manage event registration and attendee communication.
- Handle on-site event management and troubleshooting.
- Evaluate event success and gather feedback.
- Prepare post-event reports and financial summaries.

EDUCATION AND TRAINING

Bachelor of Computer Application (BCA)

The Cochin College - MG University [2017 – 2020]

City: Kochi | Country: India

Higher Secondary - Computer Science

St. Joseph's CGHSS [2015 – 2017]

City: Kochi | Country: India

High School 10th

Hira Public School (CBSE) [2015]

City: Kochi | Country: India

HONOURS AND AWARDS

Honours and Awards

- Nominated for College Core Committee Elections, showcasing exceptional leadership and interpersonal skills.
- Actively participated in various Sports events, promoting teamwork, sportsmanship, and determination.
- Secured the first position in Sub-District Level Arts and Sports competitions (School Levels), exemplifying dedication and a competitive spirit.

CREATIVE WORKS

Creative works

• Flower Making and Bouquet Arrangement:

- Skilled in crafting beautiful and elegant floral arrangements for various occasions.
- Proficient in selecting and arranging flowers to create visually appealing bouquets, centerpieces, and decorative accents.

• Crafting Expertise:

- Experienced in various crafting techniques, including but not limited to paper crafts, fabric arts, and DIY projects, string art.
- Able to create custom handmade items and decorations to personalize events and enhance their aesthetic appeal.

• Creative Vision:

- Possess a keen eye for detail and a strong sense of aesthetics, allowing for the creation of unique and visually stunning designs.
- Ability to translate creative ideas into tangible works of art, adding a personalized touch to every project.

• Event Planning:

- Proficient in planning and executing a wide range of events, from corporate gatherings to weddings and parties.

- Demonstrated ability to conceptualize event themes, manage budgets, and coordinate logistics to ensure smooth execution.

HOBBIES AND INTERESTS

Hobbies and Interests

- **Craft-Making:** Passionate about creating handmade items and exploring new craft techniques.
- **Event Planning:** Enjoy organizing and coordinating events, from small gatherings to large celebrations.
- **Photography:** Interested in capturing moments and details, especially at events and craft fairs.
- **Traveling:** Love exploring new places and experiencing different cultures, which often inspires creative ideas.
- **Learning New Skills:** Enthusiastic about acquiring new skills, whether in crafting, technology, or other areas of interest, to stay engaged and expand capabilities.

Declaration: I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.